



DEPARTMENT OF THE NAVY  
COMMANDER MILITARY SEALIFT COMMAND  
914 CHARLES MORRIS CT SE  
WASHINGTON NAVY YARD DC 20398-5540

REFER TO:  
COMSCINST 5212.1  
N1  
29 November 2004

COMSC INSTRUCTION 5212.1

Subj: MASTER'S TURNOVER AND REFERENCE FILES

Encl: (1) Documents to be retained by the Master  
(2) Documents to be retained by Cognizant Departments  
(3) Master Turnover Letter  
(4) Chief Mate Turnover Letter  
(5) Relief of Chief Engineer Department Head Report  
(6) Relief of Supply Officer Department Head Report  
(7) Relief of Purser/Disbursing Officer Department Head Report  
(8) Relief of Ship Communications Officer Department Head Report

1. Purpose. To set forth the requirement for maintaining turnover letters and reference files and to cite the required contents of such files.

2. Applicability. This instruction is applicable to all MSC Civil-Service-Manned Ships.

3. Background

a. Every ship Master is required to have turnover procedures in place to effect a turnover with the prospective Master. The turnover should include passing down all reference files. These files should contain all messages, memoranda, notices, designated turnover items, and other information that the Master will need for ready reference.

b. There are other reference materials that the Master should be familiar with, but which need not be kept ready at hand. This second category of file data will be maintained by the cognizant department. However, the Purser will hold, when assigned, the ship's master files of directives.

c. A Master being relieved of his command will, with his relief, take appropriate actions and submit a Change of Command report to Commander, Sealift Logistics Pacific or Commander, Sealift Logistics Atlantic via the Port Captain. Upon establishment of Military Sealift Command Fleet Support Command (MSCFSC) these reports will be sent to Commander, MSCFSC.

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Department heads will submit applicable department turnover forms to the masters, with attachments as deemed necessary or as required. Formats for Masters and specific department heads are shown in enclosures (3) through (8). Medical Services Officer forms may be found within COMSCINST 6000.1 series, Appendix D. Areas addressed in turnover forms may be applied to suit ship class issues, special circumstances, and command focus on items of interest.

#### 4. Action

a. Masters of MSC Civil-Service-Manned Ships will maintain a turnover file, which will include, but is not limited to, the documentation specified in enclosure (1).

b. Cognizant shipboard department heads will maintain the documentation listed in enclosure (2) and ensure that it is available for reference.

c. Relieving Masters will review both enclosures (1) and (2), ensuring that they possess a generalized knowledge of the documentation listed. They should also pay particular attention to all turnover items in enclosures (3) through (8) as additional guidance during turnover.

/S/  
D. A. LOEWER  
Vice Commander

#### Distribution:

T-100 (Masters, SEALOGLANT Civil-Service-Manned Ships (USNS))  
26XX1 (Oceanographic Units LANT)  
41A (COMSC)  
41B (SEALOGPAC only)  
Staff of SEALOGLANT  
41D3A (COS, SEALOGLANT offices only)  
41K (MSC Unit New Orleans only)  
41M1 (MSC T-AGOS Unit, Atlantic)  
SEALOGLANT Naval Reserves

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DOCUMENTS TO BE RETAINED BY THE MASTER

OPNAVINST 3100.6 series	Special incident reporting (OPREP-3)
COMSCINST 3121.9 series	Standard Operating Manual (SOM)
COMSCINST S3500.4 series	Uniform system of Alert Conditions (LERTCONS)
COMSCNOTE 5215	Numerical index of effective COMSC instructions

Panama Canal Certificate  
Suez Canal Certificate  
Certificate of Measurement  
ABS Certificate of Class  
ABS Hull Certificate  
ABS Machinery Certificate  
De-raterization Certificate (copy)  
MSD system USCG approval certificate  
Cargo gear register  
IOPP or alternate compliance certificate  
Load line certificate  
Flight Deck certification (Verified via the Chief Mate)  
Lifeboat/life raft certificates (via the Chief Mate)

Enclosure (1)

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DOCUMENTS TO BE RETAINED BY COGNIZANT DEPARTMENTS

COMSCINST 6000.1 series	Military Sealift Command Medical Manual
OPNAVINST 3128.9 series	Diplomatic clearance for certain U.S. Navy Marine data collection activities in foreign jurisdictions
Memoranda of Agreement	COMSC/Sponsor/Unions/USCG etc

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MASTER TURNOVER LETTER

From: Master, USNS \_\_\_\_\_  
To: Commander, (Area Command as appropriate)  
Via: (1) Relieving Master, USNS \_\_\_\_\_  
(2) Port Captain \_\_\_\_\_

Subj: CHANGE OF COMMAND REPORT (MSC REPORT 5000-3)

Ref: (a) COMSCINST 5212.1

Encl: (1) List of Turnover Documents and Areas of Concern

1. In accordance with reference (a), the subject report is submitted.
2. On this date (date and time of transfer) I, (name of the Master being relieved) transferred command of (name of ship being transferred) to (name of relieving Master).
3. Before transfer of command was effected the following actions and review of elements listed below and within enclosure (1) were taken:
  - a. An inspection of the entire ship was made in company with my relief.
  - b. All known defects, CASREPS, USCG 835's and/or peculiarities of the ship were brought to the attention of my relief.
  - c. All unexecuted orders, regulations and orders in force, all official correspondence and information concerning the ship, and items within the Master's turnover file were delivered to my relief.
  - d. My relief was notified of all general cargo, cargo fuel, stores, and ammo accepted and received on board.
  - e. Documents required to be held by me were delivered to my relief.

Enclosure (3)

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Subj: CHANGE OF COMMAND REPORT (MSC REPORT 5000-3)

f. All classified material in my custody was inventoried and delivered to my relief. This includes signing electronic key management system (EKMS) turnover inventory. EKMS spot check record shall be part of the turnover.

g. All narcotics on board and in my custody were inventoried and accounted for. Narcotics held by the Medical Services Officer have been sighted and accounting practices verified as acceptable by my relief.

h. Special Services monies have been turned over to my relief.

i. Afloat Environmental Protection Coordinator (AEPC) Binder and the Vessel Security Plan (VSP) has been reviewed by my relief.

j. SMART results if applicable and/or Safety/EP Assist Visit reports have been delivered to my relief.

k. All small arms, ammunition, and force protection inventory items have been delivered to my relief.

l. Bandwidth policy guidance and shipboard bandwidth management practices have been discussed with my relief.

m. Ship plant configuration options and the fuel consumption and operational implications have been discussed with my relief.

n. An entry was made in the ship's log regarding the date and time of transfer of command.

o. All log books and other documents requiring my signature were completed.

p. All keys, safe combinations, passwords, and access codes have been delivered to my relief.

q. Evaluations have been completed and forwarded as appropriate.

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Subj: CHANGE OF COMMAND REPORT (MSC REPORT 5000-3)

r. Complete ship store inventory has been conducted and verified as correct in accordance with COMSCINST 4000.2.

4. Remarks deemed appropriate as follow: (Indicate, as an attachment if necessary, items which are not germane, or clarification of the relief process as it was carried out as well as any special circumstances involving the change of command).

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(Relieved Master's signature)

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FIRST ENDORSEMENT on Master, <state name>, USNS, ltr of <date>

From: Relieving Master, USNS \_\_\_\_\_  
To: Commander, (Area Command as appropriate)  
Via: Port Captain \_\_\_\_\_

Subj: CHANGE OF COMMAND REPORT (MSC REPORT 5000-3)

1. Forwarded. Conditions aboard this ship are considered to be satisfactory with the following exceptions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Relieving Master's signature)

Copy to:  
(<state name> of master being relieved)  
MSCHQ N1



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SECOND ENDORSEMENT on Master, <state name>, USNS, ltr of <date>

From: Port Captain \_\_\_\_\_  
To: Commander, (Area Command as appropriate)  
Subj: CHANGE OF COMMAND REPORT (MSC REPORT 5000-3)

1. Forwarded.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Port Captain)

Copy to:  
(<state name> of master being relieved)  
(<state name> of relieving master)

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CHIEF MATE TURNOVER LETTER

From: (Name and position assignment)

To: Master, USNS \_\_\_\_\_

Via: Relieving Department Head \_\_\_\_\_

Subj: RELIEF OF CHIEF MATE REPORT (MSC REPORT 5000-4)

Ref: (a) COMSCINST 5212.1

1. In accordance with reference (a), subject report is submitted.
2. On this date, (date and time of transfer) I, (name of department head being relieved) transferred responsibilities of the Deck Department of USNS (state ship's name) to (name of relieving officer).
3. Before transfer of responsibilities was effected the following actions were taken:
  - a. A joint inspection of all deck department spaces, machinery equipment, records and reports, for which I am responsible, was conducted with my relief.
  - b. Defects and peculiarities pertaining to the deck department were brought to the attention of my relief.
  - c. All regulations and orders in force, all official correspondence and information concerning the deck department and this position assignment have been furnished to my relief.
  - d. A joint inventory of publications, equipage and material for which I am responsible has been conducted and departmental supply responsibilities have been transferred.
  - e. All log books and other records and documents have been signed as necessary and all keys in my custody have been delivered to my relief.
4. The following are specific items for the deck department:

Enclosure (4)

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Subj: RELIEF OF CHIEF MATE REPORT (MSC REPORT 5000-4)

a. Ship is sailing under, or is restricted by the following USCG 835's: (List any 835's outstanding).

b. The flight deck is (certified/de-certified).  
Certificate status: (expires or expected re-certification date).  
The aviation turnover binder has been delivered to my relief.

c. CBR equipment is all onboard in accordance with the latest AEL. The CBR-D folder has been delivered to my relief.  
The following radiac equipment requires calibration:

d. The CBR-D officer is (name of the CBR-D officer)

e. The status of all damage control systems, AFFF Systems including most recent AFFF QUANTAB testing for salt-water contamination have been delivered to my relief. Annual AFFF foam testing for regulatory purposes (see AFFF Foam Test folder) was last done in (date) and is due again in (date). Repair lockers are equipped to the latest AEL.

f. Lifesaving Equipment. All life rafts will require re-inspection (date). The status and functionality of rescue boats has been passed to my relief.

g. The SCBA's have had their annual overhaul (date). Cylinders were all hydro tested on (date) and re-inspection is due on (date). The compressor quarterly air test was last accomplished on (date) and is due on (date).

h. The Physical Security Plan has been updated. The current FPCON is (state force protection condition) Vessel Security Plan (VSP) has been submitted for USCG approval in accordance with 33 CFR 104, Subchapter H. Next monthly Physical Security report is due by the (state which day of the month (i.e. 4th, 5th or 6th day) day of each month. The USCG requires quarterly drills conducted and demonstrated at each COI. Last security drill was conducted on (date).

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Subj: RELIEF OF CHIEF MATE REPORT (MSC REPORT 5000-4)

i. Drug Free Workplace (DFWP) forms, files, and equipment have been briefed to my relief. Alcohol Breath Testing Operation (ABTO), calibration folder, and calibration gas expiration date have been delivered to my relief.

j. All keys, combinations, passwords and access codes have been delivered to my relief.

k. Outstanding supply requisitions pertaining to this department have been briefed to my relief.

l. Mooring lines, ground tackle, winches, and capstan condition and serviceability have been briefed to my relief.

m. Training folders have been passed to my relief. In accordance with CFR 46, Subchapter W "The ship MUST retain all crewmembers training onboard".

5. The following outstanding VOYAGE REPAIRS fall under my department; (list or reference source of VRR's that apply).

6. The names and positions of personnel on ship's funded leave and/or TAD for training have been delivered to my relief.

7. The next scheduled operational events are scheduled in accordance with the OPSKED and have been briefed to my relief.

8. The next series of required training events has been briefed to my relief.

9. Evaluations for personnel within my department have been completed.

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(Signature of relieved officer)

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FIRST ENDORSEMENT on Chief Mate, <state name>, USNS, ltr of <date>

From: Relieving CHIEF MATE, USNS \_\_\_\_\_  
To: Master, USNS \_\_\_\_\_

Subj: DEPARTMENT HEAD REPORT (MSC REPORT 5000-3)

1. Forwarded. Conditions aboard this ship are considered to be satisfactory with the following exceptions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Relieving Chief Mates's signature)

Copy to:  
(<state name> of Chief Mate being relieved)

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RELIEF OF CHIEF ENGINEER DEPARTMENT HEAD REPORT

From: (Name and position assignment)

To: Master, USNS \_\_\_\_\_

Via: Relieving Chief Engineer, USNS, \_\_\_\_\_

Subj: RELIEF OF CHIEF ENGINEER (MSC REPORT 5000-4)

Ref: (a) COMSCINST 5212.1

1. In accordance with reference (a) subject report is submitted.

2. On this date, (date and time of transfer) I, (name of department head being relieved) transferred responsibilities of the Engine Department of USNS (state ship's name) to (name of relieving officer).

3. Before transfer of responsibilities was effected the following actions were taken:

a. A joint inspection of all engine department spaces, machinery equipment, records and reports, was conducted with my relief.

b. Defects and peculiarities pertaining to the engine department were brought to the attention of my relief.

c. All regulations and orders in force, all official correspondence and information concerning the engine department and this position assignment have been furnished to my relief.

d. A joint inventory of publications, equipage and material for which I am responsible has been conducted and departmental supply responsibilities have been transferred.

e. All log books, other records and documents have been signed as necessary and all keys in my custody have been delivered to my relief.

4. The following are specific items for the Engine department per reference (a):

Enclosure (5)

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Subj: RELIEF OF CHIEF ENGINEER (MSC REPORT 5000-4)

a. Ship is sailing under, or is restricted by the following USCG 835's: (List any 835's outstanding).

b. CASREPs have been reviewed including status, Category, requisitions and applicable VRRs. List outstanding (CASREP) by Number, Category, Title, Estimated Completion Date (ECD).

NUMBER	CATEGORY	TITLE	ECD

c. Voyage Repair Requests as submitted in SAMM program have been reviewed including status and planning.

d. "SHIPLOG" Program user names and authorities have been updated and set.

e. Keys, combinations, and access codes have been delivered to my relief.

f. Computer program and system passwords and "User Names" have been delivered to my relief as appropriate.

g. Supply requisitions pertaining to this department have been briefed to my relief.

h. Ship's force work list including all planned SF projects as listed in SAMM have been reviewed.

i. Computer Data storage naming conventions and arrangements have been reviewed.

5. The names and positions of personnel pending relief, on ship's funded leave and/or TAD for training have been briefed to my relief.

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Subj: RELIEF OF CHIEF ENGINEER (MSC REPORT 5000-4)

6. The next operational events are scheduled in accordance with OPSKED and have been briefed to my relief.

7. Evaluations for personnel within my department have been completed.

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(Signature of relieved officer)

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(Signature of relieving officer)



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FIRST ENDORSEMENT on Chief Engineer <state name>, USNS, ltr of  
<date>

From: Relieving Chief Engineer, USNS \_\_\_\_\_  
To: Master, USNS \_\_\_\_\_

Subj: DEPARTMENT HEAD REPORT (MSC REPORT 5000-3)

1. Forwarded. Conditions aboard this ship are considered to be  
satisfactory with the following exceptions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Relieving Chief Engineer signature)

Copy to:  
(<state name> of Chief Engineer being relieved)

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RELIEF OF SUPPLY OFFICER DEPARTMENT HEAD REPORT

From: (Name and position assignment)

To: Master, USNS \_\_\_\_\_

Via: Relieving Department Head \_\_\_\_\_

Subj: RELIEF OF SUPPLY DEPARTMENT HEAD REPORT (MSC REPORT 5000-4)

Ref: (a) COMSCINST 5212.1

1. In accordance with reference (a) subject report is submitted.

2. On this date, (date and time of transfer) I, (name of department head being relieved) transferred responsibilities of the Supply Department of USNS (state ship's name) to (name of relieving officer).

3. Before transfer of responsibilities was effected the following actions were taken:

a. A joint inspection of all supply department spaces, storerooms, office spaces, food services areas and equipment, material, food service sanitation, equipage, personnel, files and records, organizations and procedures, and exchange location records and spaces was conducted with my relief.

b. Defects and peculiarities pertaining to the supply department were brought to the attention of my relief. Outstanding major defects are identified on an attachment to this report.

c. All regulations and orders in force, all official correspondence and information concerning the supply department and this position assignment have been delivered to my relief.

d. A joint inventory of publications, equipage and material for which I am responsible has been conducted and departmental supply responsibilities have been transferred with particular attention to the following:

(1) Availability and currency of required publications and directives.

(2) Applicable letters of authority are on file.

Enclosure (6)

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Subj: RELIEF OF SUPPLY DEPARTMENT HEAD REPORT (MSC REPORT 5000-4)

(3) Training programs, in order to determine if a comprehensive formal training program exist.

e. Computer program and system passwords and "User Names" have been delivered to my relief as appropriate and supply program back-ups have been performed.

f. All keys and combinations have been delivered to my relief.

4. The following specific items have been carried out with my relief.

a. Personnel: An informal inspection of the supply department personnel while performing their assigned duties was conducted.

b. Organization and Procedures: Existing organizational procedures within the supply department were briefed to my relief.

c. Storeroom Repair Parts Inventory: A sample inventory and location audit of a random selection of storeroom items to determine the validity of stock records was made with my relief using the following sampling criteria:

(1) Inventory 10 to 15 percent of the total SIM items carried.

(2) Inventory one-fourth of **one percent** of the total non-SIM items carried.

(3) Location audit one-fourth of **one percent** of the total line items carried.

(4) Inventory 10 percent of the total repairable assets (MTR/DLR) carried.

(a) The inventory and locator accuracy rates are determined by the sample inventory and they will be reflected in the relieving officer's letter report to the Master. An inventory accuracy of 90 percent and the locator accuracy rate of 95 percent are considered acceptable.

Subj: RELIEF OF SUPPLY DEPARTMENT HEAD REPORT (MSC REPORT 5000-4)

(b) The Supply Officer being relieved will furnish the relieving Supply Officer with the approved inventory schedule, showing what material was inventoried during the fiscal year. The relieving Supply Officer will conduct a review of the stock records to determine the items and money value of allowed repair parts, which are currently NIS, and not on order.

d. Endurance Load: Selected Item management (SIM): Reviewed the status of SIM material stock. Provisions: reviewed food service inventory records. Verified that the number of days endurance onboard meets the requirements of the ships' schedule.

e. Outstanding and Pending Business: All outstanding and pending businesses within the supply department have been discussed with my relief. The following areas of concern were covered:

(1) The number and status of unfilled issue group one requisitions and other requisitions which, in the opinion of the outgoing officer, warrant special attention.

(2) The number and dollar value of storeroom repair parts allowances not on hand or on order.

(3) The number and status of outstanding purchase orders.

(4) Unpaid dealer's bills onboard.

(5) Supply department material survey requests awaiting action by the Master.

(6) All outstanding repairable turn-ins and carcass tracking correspondence.

(7) Outstanding fleet logistics feedback.

(8) Cargo or freight onboard for which the supply officer is responsible including allowance status of aviation pack-up kit and AO deckload inventories, as applicable.

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Subj: RELIEF OF SUPPLY DEPARTMENT HEAD REPORT (MSC REPORT 5000-4)

(9) Amount of over issue or under issue in the general mess.

(10) The relieving Supply Officer has completed all mandatory Government Purchase Card training courses and all outstanding orders have been reviewed for reconciliation purposes.

(11) Evaluations were completed within my department and copies have been provided to me.

f. Exchange location Salesroom and Bulk Storeroom: An inspection of the exchange location salesroom and bulk storeroom for proper stowage and preservation of merchandise as well as the security of the spaces was made with my relief.

g. Tax Free Tobacco Products Inventory: The relieving Supply Officer has taken the most recent inventory of tax-free tobacco products (Inventory SS605) and verified its accuracy against actual quantities on hand. Un-reconciled differences have been delivered in a report to the Master.

h. Daily Sales Report (NES 600): Ship store Daily Sales Report (NES 600) was reviewed for accuracy. Verified NES 600 amounts agree with Purser records (Record and Receipt of Deposit and Withdrawal of Safekeeping Funds, NAVCOMPT 8/8a).

i. End of Voyage Return, NES 607 Accountability Report:

(1) Voyage Returns were reviewed by my relief. The End of Voyage Return, NES 607 Accountability Report will be reviewed and verified for accuracy and ensure all substantiating documents were included as an enclosure. Further, the most recent set of returns must be no older than 90 days in keeping with the last physical inventory.

(2) The Daily Sales Report (NES 600) along with the Check Remittance Report (NES 603) will be reviewed to ensure totals are in agreement with the Purser's records.

Subj: RELIEF OF SUPPLY DEPARTMENT HEAD REPORT (MSC REPORT 5000-4)

j. Relieving Report Attachments:

(1) The following attachments, as appropriate, are affixed to this turnover report.

(2) Statement of the status of transfer of controlled equipage in use in the supply department.

(3) Statement regarding stock record accuracy, which they reviewed the latest change notices processing and the latest allowance file updates, were conducted.

(4) Statement indicating the number and replenishment cost of repair parts not in stock or on order has been reviewed and determine the dollar value and number of line items of storeroom stock deficiencies.

(5) Statement on the latest ShipCLIP update installed, and the status of applicable SM5 updates.

(6) Statement indicating the number and status of all outstanding ship generated logistics feedback.

(7) Status of OPTAR/ORACLE accounts, balances noted by fund code. Status of funds expended to date for PWC requisitions based on last monthly FUN56K document.

(8) Over/under issue of the General Mess.

(9) Statement of major defects identified during the joint inspection.

(10) Statement of facts in dispute if there were disagreements between the officers as to the conditions discovered.

k. Outstanding supply requisitions pertaining to this department have been briefed to my relief.

l. Training folders have been passed to my relief in accordance with CFR 46 Sub-chapter W "The ship must retain all crewmembers training onboard".

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Subj: RELIEF OF SUPPLY DEPARTMENT HEAD REPORT (MSC REPORT 5000-4)

5. The following outstanding VOYAGE REPAIRS fall under my department; (List or reference source of VRR's that apply).

6. The names and positions of personnel on ship funded leave and/or TAD for training has been delivered to my relief.

7. The next operational events are scheduled in accordance with the OPSKED and have been briefed to my relief.

8. The next series of required training events have been briefed to my relief.

9. Evaluations for personnel within my department have been completed.

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(Signature of relieved officer)

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FIRST ENDORSEMENT on Supply Officer, <state name>, USNS, ltr of  
<date>

From: Relieving Supply Officer, USNS

To: Master, USNS \_\_\_\_\_

Subj: RELIEF OF DEPARTMENT HEAD REPORT (MSC REPORT 5000-4)

1. Forwarded. Conditions within the Supply Department are  
considered to be satisfactory with the following exceptions noted  
below and as per required attachments:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
(Relieving Supply Officer Signature)

Copy to:

(<state name> of Supply Officer being relieved)



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RELIEF OF PURSER/DISBURSING OFFICER DEPARTMENT HEAD REPORT

From: Name and position assignment

To: Master, USNS \_\_\_\_\_

Via: Relieving Purser/Disbursing Officer \_\_\_\_\_

Subj: RELIEF OF PURSER/DISBURSING OFFICER (MSC REPORT 5000-4)

Ref: (a) COMSCINST 5212.1

1. In accordance with reference (a) subject report is submitted.

2. On this date, (date and time of transfer) I, (name of department head being relieved) transferred all Purser/Disbursing Officer responsibilities aboard USNS (state ship's name) to (name of relieving officer).

3. Before transfer of responsibilities was effected the following actions were taken:

a. I conducted a joint inspection of all department spaces, office equipment, records and reports in company with my relief for which I am responsible.

b. I discussed with my relief unique operational and administrative requirements and special functions peculiar to the Purser/Disbursing Office.

c. I furnished my relief all regulations and orders in force, and all official correspondence concerning the department and the Purser/Disbursing Officer position.

d. My relief was advised of the requirement to submit a letter requesting authority to hold cash at personal risk.

e. My relief has signed acceptance for total accountability transferred and I have completed and submitted Purser Reforms and all subsequential documentation. Cash, U.S. Treasury Checks, Safekeeping Deposits, and Postage Stamps were verified as per attached Cash Verification and Accountability Report.

f. All office safe combinations, keys to the file cabinets, desks, storerooms, bulletin boards and the Purser's Office have been delivered to my relief.

Enclosure (7)

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g. Computer program and system passwords and "User Names" have been delivered to my relief as appropriate.

h. Promotion evaluations, as appropriate, have been completed.

4. The following outstanding issues are reported (i.e. identify uncollected returned checks, or vendor payment awaiting documentation).

5. The names and positions of personnel pending relief, on ship's funded leave and/or TAD for training have been briefed to my relief.

6. Evaluations for personnel within my department have been completed.

\_\_\_\_\_  
(Signature of relieved officer) (Signature of relieving Officer)

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FIRST ENDORSEMENT on Purser/Disbursing Officer, <state Name>,  
USNS, ltr of <date>

From: Relieving Purser/Disbursing Officer, USNS \_\_\_\_\_  
To: Master, USNS \_\_\_\_\_

Subj: RELIEF OF DEPARTMENT HEAD REPORT (MSC REPORT 5000-4)

1. Forwarded. Conditions within the Purser/Disbursing Department  
are considered to be satisfactory with the following exceptions  
noted below and as per required attachments:

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\_\_\_\_\_  
(Relieving Purser/Disbursing Officer Signature)

Copy to:

(<state name> of Purser/Disbursing Officer being relieved)

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RELIEF OF SHIP COMMUNICATIONS OFFICER DEPARTMENT HEAD REPORT

From: Name and position assignment

To: Master, USNS \_\_\_\_\_

Via: Relieving Communications Officer \_\_\_\_\_

Subj: RELIEF OF SHIP COMMUNICATIONS OFFICER (MSC REPORT 5000-4)

Ref: (a) COMSCINST 5212.1

1. In accordance with reference (a) subject report is submitted.

2. On this date, (date and time of transfer) I, (name of department head being relieved) transferred all Ship Communications Officer responsibilities aboard USNS (state ship's name) to (name of relieving officer).

3. Before transfer of responsibilities was effected the following actions were taken.

a. A joint inspection of all communications department spaces, antennas and associated communications equipment was conducted with my relief.

b. Defects and peculiarities pertaining to the communications department were brought to the attention of my relief.

c. A joint inventory of all Electronic Key Management System material, equipment, and publications were conducted with my relief, including status on any outstanding shipments of material.

d. All safe combinations and keys have been delivered to my relief.

e. Computer program and system passwords and "User Names" have been delivered to my relief as appropriate.

f. An inventory of all ADP equipment and software was conducted with my relief.

g. Status of the Local Area Network including any outstanding trouble calls was turned over to my relief.

Enclosure (8)

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29 November 2004

Subj: RELIEF OF SHIP COMMUNICATIONS OFFICER (MSC REPORT 5000-4)

h. Status of any outstanding Voyage Repairs or CASREPS was turned over to my relief.

i. Status regarding calibration of all test equipment was turned over to my relief.

j. Evaluations for personnel within my department have been completed.

k. The names and positions of personnel pending relief, on ship's funded leave and/or TAD for training have been briefed to my relief.

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(Signature of relieved officer)

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(Signature of relieving officer)

COMSCINST 5212.1  
29 November 2004

FIRST ENDORSEMENT on Communications Officer, <state name>, USNS,  
ltr of <date>

From: Relieving Communications Officer, USNS \_\_\_\_\_  
To: Master, USNS \_\_\_\_\_

Subj: RELIEF OF DEPARTMENT HEAD REPORT (MSC REPORT 5000-4)

1. Forwarded. Conditions within the Communications Department  
are considered to be satisfactory with the following exceptions  
noted below and as per required attachments:

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\_\_\_\_\_  
(Relieving Communications Officer Signature)

Copy to:  
(<state name> of Communications Officer being relieved)